



PARENT/GUARDIAN: SCHEDULING TEACHER CONFERENCES

Log in to Skyward

Choose your student and click on “Teacher Conferences”

https://10.248.5.100/scripts/wsisa.dll/WService=wsEAplus/sfwmnu01.w

Student: School: SNOW SPRINGS ELEMENTARY

Previous Month **December 2013**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6
8	9 Tardy	10	11	12	13
15	16	17	18	19	20
22	23 No School	24 No School	25 No School	26 No School	27 No School

Click here to schedule your Parent Teacher Conference.

You will be scheduling your Parent Teacher Conference using the Attendance course.

If you see other courses do not select a time slot in any course but an Attendance course.

You can choose your time slot by clicking on “Show Times”.

All Conferences				
	Period	Class	Description	Term
Show Times	1	ZATT5/5Na	Attend-5th Grde	YR

 **Click here to see available times.**

The screen will look like this

All Conferences				
	Period	Class	Description	Term
Hide Times	1	ZATT5/5Na	Attend-5th Grde	YR
Cheryl Naegle's Conference Timeslots				
	Date	Start Time	End Time	Building
Select Time	12/31/2013	2:00 pm	2:15 pm	175
Select Time	12/31/2013	2:15 pm	2:30 pm	175
Select Time	12/31/2013	2:30 pm	2:45 pm	175

You can scroll down to find the time you want. Clicking on "Select time" will schedule your Parent Teacher Conference.

OR you can choose to see a list of all available times by clicking on "View all Times"

All Conferences				
	Period	Class	Description	
Show Times	1	ZATT5/5Na	Attend-5th Grd	View All Times

 **Click here to see a list of all available times.**

Choose the time slot you want

Available Conference Times				
Select	12/31/2013	3:00 pm	3:15 pm	Jenna Berry
	12/31/2013	3:15 pm	3:30 pm	Jenna Berry
Select	12/31/2013	3:30 pm	3:45 pm	Jenna Berry
Select	12/31/2013	3:45 pm	4:00 pm	Jenna Berry
Select	12/31/2013	4:00 pm	4:15 pm	Jenna Berry
Select	12/31/2013	4:45 pm	5:00 pm	Jenna Berry
Select	12/31/2013	5:00 pm	5:15 pm	Jenna Berry

Click on "select" for the time slot you want.

Your Parent Teacher conference is now scheduled.

Teacher Conferences

Selected Conference Times									
	Date	Time	Class	Teacher	Student	Bldg/Rm	Status		
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace	175/103	Scheduled	Print Scheduled Times

You can choose another one of your student and schedule their Parent Teacher conference at this time. All Conference Times you have scheduled will appear in the "Selected Conference Times" box.

Teacher Conferences

Selected Conference Times								Print Scheduled Times
	Date	Time	Class	Teacher	Student	Bldg/Rm	Status	
Deselect	Notes	12/31/2013	2:30pm-2:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade [red box]	175/101	Scheduled
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace [red box]	175/103	Scheduled

If you need to re-schedule your Conference, click on “Deselect”.

Click here to remove the scheduled time slot and choose another time.

	Date	Time	Class	
Deselect	Notes	12/31/2013	2:30pm-2:45pm	ZATT5/5Na Attend-5th Grde
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde

A pop up will appear that looks like this:

Confirm Time Slot Selection

Time Slot Information

Date: 12/31/2013 **Tuesday**

Start Time: 02:30 PM End Time: 02:45 PM

Course: ZATT5/5Na - Attendance-5th Grade

Teacher: Cheryl Naegle

Building: 175 - 175

Room: 101 - 101

[Deselect Time](#)

If you want to remove this time slot click on "Deselect Time".

The Conference is no longer in your “Selected Conference Times”.

Selected Conference Times								
	Date	Time	Class	Teacher	Student	Bldg/Rm	Status	
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace [redacted]	175/103	Scheduled

Note: The second Child's scheduled time is now gone.

You can re-schedule another time by clicking on the Times and selecting another time slot.

Selected Conference Times								
	Date	Time	Class	Teacher	Student	Bldg/Rm	Status	
Deselect	Notes	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade [redacted]	175/101	Scheduled
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace [redacted]	175/103	Scheduled

Second child's new time slot has been added.

If a teacher has created a note for you, regarding your Parent Teacher Conferences, you can click on "Notes" to see the note.

Selected Conference Times								
	Date	Time	Class	Teacher	Student	Bldg/Rm	Status	
Deselect	Notes	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade [redacted]	175/101	Scheduled
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace [redacted]	175/103	Scheduled

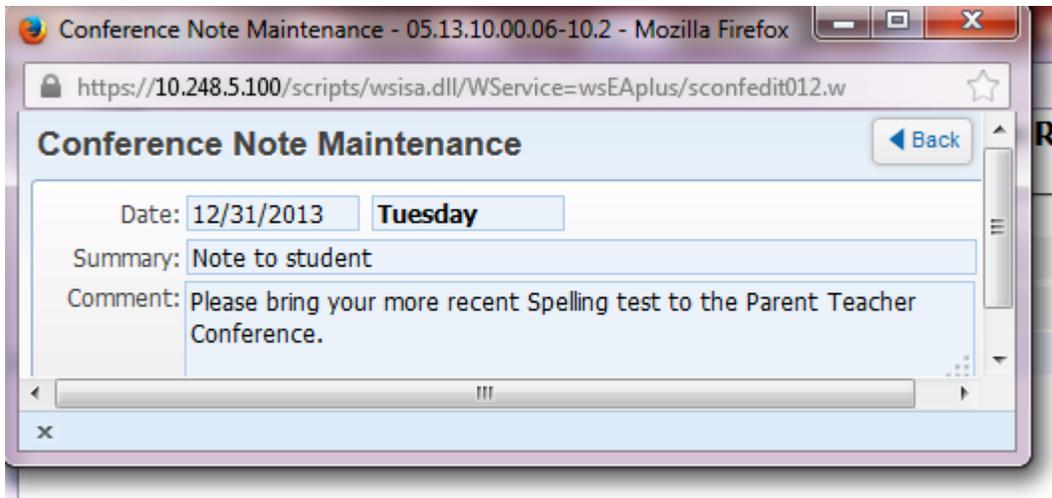
Click here to see notes a teacher has created for you.

Click on "view " to see the note.

Meeting Notes		
	Date	Posted By
View	12/31/2013	Jenna Berry

Click here to see the note.

Now you can see the note.



You can add a note, to the teacher, by clicking on “Add Note”. Keep in mind, teacher’s may not have the time to review all notes.

SKYWARD Student: **Jace R. Vonk** Close

Meeting Notes				Add Note
	Date	Posted By	Summary	
View	12/31/2013	Jenna Berry	Note to student	
View	12/31/2013	LaDaune Vonk	Spelling test question	

[Click here to view all notes](#)

The Parent Teacher Conferences will show on the school Calendar. If you mouse over the time of the Conference, you will see more detailed information.

December 2013

[Previous Month](#)
[Next Month](#)

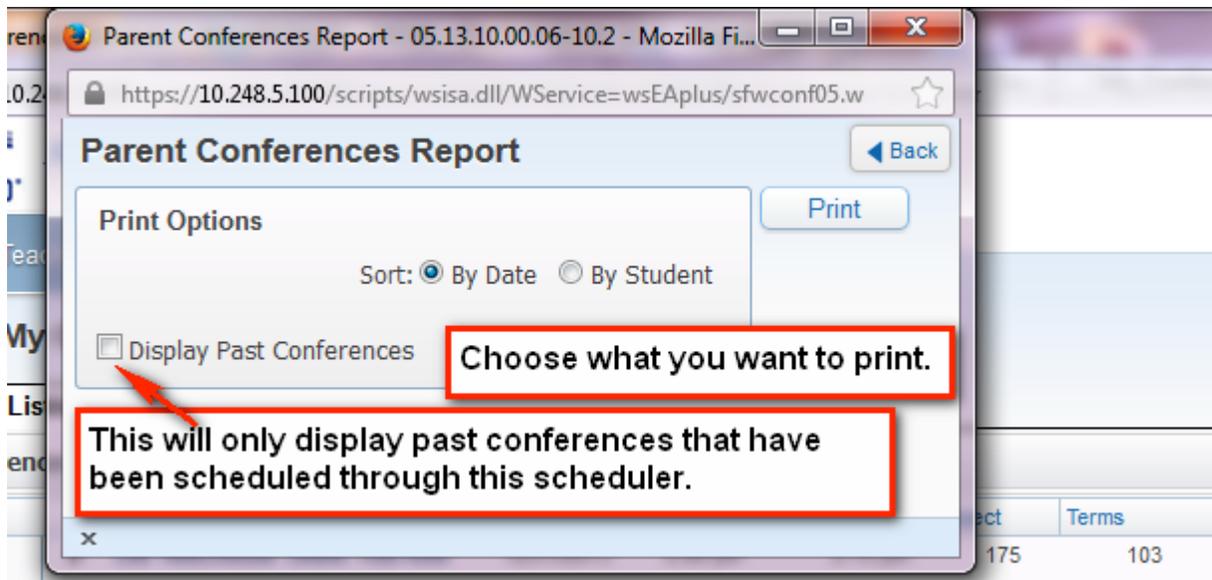
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Pg. 917-918 (A) Pg. 925-926 (A-)	4 Polygon Test (A-)	5 ADD 1-3 (A) Fun With Coordin (A)	6 Tazio Nuvolari (A) WTW Homework (A) WTW Journal #: (A) WTW wk#12 Te: (A) Coordinate Plan: (A) Coordinate Plan: (N)	7
8	9	10 pg. 951-954 (A-)	11 Pg. 957-960 (B+)	12 Practice 1 &2 (A)	13 WTW wk#13 HM (A) WTW wk#13 Jot (A) WTW wk#13 Te:	14
15	16	17 Calculating Volur (A)	18	19	20	21
22	23 No School	24 No School	25 No School	26 No School	27 No School	28
29	30 No School	31 No School TC: 3:30 pm - 3:45 pm TC: 3:45 pm - 4:00 pm				

You can also create a print out of the date and time of the Parent Teacher Conferences by clicking on “Print Scheduled Times”. You can choose to print by student or by date.

Teacher Conferences

Selected Conference Times								Print Scheduled Times
	Date	Time	Class	Teacher	Student	Bldg/Rm	Status	
Deselect	Notes	12/31/2013	3:30pm-3:45pm	ZATT5/5Na Attend-5th Grde	Cheryl Naegle	Kade [red box]	75/101	Scheduled
Deselect	Notes	12/31/2013	3:45pm-4:00pm	ZATT3/3Ba Attend-3rd Grde	Jenna Berry	Jace [red box]	75/103	Scheduled

[All Conferences](#)
[View All](#)



The print out looks like this:

TIME	BUILDING	ROOM	TEACHER	COURSE	STUDENT
3:30 pm - 3:45 pm	175	101	Cheryl Naegle	Attend-5th Grde	Kade
3:45 pm - 4:00 pm	175	103	Jenna Berry	Attend-3rd Grde	Jace

***** End of report *****